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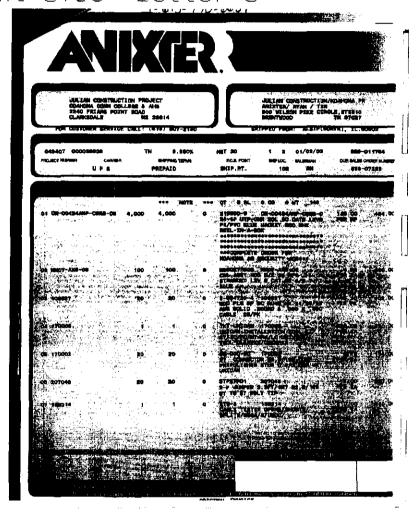
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JULIAN CONSTRUCTION PROJECT COAHOMA COMM COLLEGE & AHS 3240 FRIARS POINT ROAD CLARKSDALE MS 38614

FOR CUSTOMER SERVICE CALL: (615) 507-2150

JULIAN CONSTRUCTION PROJECT COAHOMA COMM COLLEGE & AHS 3240 FRIARS POINT ROAD CLARKSDALE MS 38614

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FOR CUSTOMER SERVICE CALL: (615) 507-2150

JULIAN CONSTRUCTION PROJECT COAHOMA COMM COLLEGE & AHS 3240 FRIARS POINT ROAD **CLARKSDALE** MS 38614

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ANIXTER INC.

P.O. BOX 847428 DALLAS, TX 75284-7428 834

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# ANKER

JULIAN CONSTRUCTION PROJECT
COAHOMA COMM COLLEGE & AHS
3240 FRIARS POINT ROAD
CLARKSDALE MS 38614

JULIAN CONSTRUCTION PROJECT
COAHOMA COMM COLLEGE & AHS
3240 FRIARS POINT ROAD
CLARKSDALE MS 38614

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P.O. BOX 847428
DALLAS, TX 75284-7428

PLEASE SEND REMITTANCE TO PLEASE PAY

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JULIAN CONSTRUCTION PROJECT COAHOMA COMM COLLEGE & AHS 3240 FRIARS POINT ROAD CLARKSDALE MS 38614

FOR CUSTOMER SERVICE CALL: (615) 507-2150

JULIAN CONSTRUCTION/KOAHOMA PR ANIXTER/ RYAN / TIM 500 WILSON PIKE CIRCLE, STE310 BRENTWOOD TN 37027

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PLEASE SEND REMITTANCE TO

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RETURN ONE COPY OF THIS INVOICE WITH YOUR REMITTANCE.

THIS INVOICE IS SUBJECT EXCLUSIVELY TO THE TERMS & CONDITIONS ON THE BACK INCLUDING THOSE LIMITING WARRANTIES.

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JULIAN CONSTRUCTION PROJECT COAHOMA COMM COLLEGE & AHS 3240 FRIARS POINT ROAD CLARKSDALE MS 38614

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ANIXTER INC.

P.O. BOX 847428 DALLAS, TX 75284-7428 2,880

LEASE RETURN ONE COPY OF THIS INVOICE WITH YOUR REMITTANCE.

QPADI X BUEWPFR

COAHOMA COMMUNITY COLLEGE General Ledger Inquiry

MHCUSTON Page 11:48:0. 51/19/04

66,771.71

Begin account: 398 505 0000 End account: 598-505-9999

Selected status:

Begin date: 1/01/03 Ending date: 11/19/04

Total Amount Shown:

Account Number Description Date Folio Pron Amount 598-505-718C LEGAL NOTICE 1/31/03 31.60 Vendor: CLARKSDALE PRESS REGISTER Totals for 598 505 7180 Transaction Total: Total Amount Shown: 31.60 598 505-8250 INSTALLATION OF NETWORK WIRING, 1/31/03 33,370.05 Vendor: JULIAN CONSTRUCTION 598-505-8250 INSTALLATION OF NETWORK WIRING, AC 201235 33,370.06 Vendor: JULIAN CONSTRUCTION AC 201235 Totals for 598-505-8250 Transaction Total: Total Amount Shown: 66,740.11 Grand Totals

\*\* END OF REPORT \*\*

Transaction Total:

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4,59900 Server 4,600.00 - Software 2,300,00- Salary adivided into 3payments) 479 Es. memory uparcele-Server 66,74811-networkwiring

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#### Universal Service Administrative Company Schools & Libraries Division

# Notification of Improperly Disbursed Funds Letter Funding Year 2002: 7/01/2002 - 6/30/2003

May 16, 2006

Carol Borgognoni COAHOMA AGRI HIGH SCHOOL DIST 3240 FRIARS POINT RD CLARKSDALE, MS 38614 9359

Re: Form 471 Application Number: 314299

Funding Year: 2002

Applicant's Form Identifier: CAHS471D2

Billed Entity Number: 128535 FCC Registration Number: 12270609

SPIN Name: Julian Construction, LLC

Service Provider Contact Person: Brandon Stallings

Our routine review of Schools and Libraries Program funding commitments has revealed certain applications where funds were disbursed in violation of program rules.

In order to be sure that no funds are used in violation of program rules, the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) must now recover these improper disbursements. The purpose of this letter is to inform you of the recoveries as required by program rules, and to give you an opportunity to appeal this decision. USAC has determined the applicant is responsible for all or some of the program rule violations. Therefore, the applicant is responsible to repay all or some of the funds disbursed in error.

This is NOT a bill. The next step in the recovery of improperly disbursed funds process is for SLD to issue you a Demand Payment Letter. The balance of the debt will be due within 30 days of the Demand Payment Letter. Failure to pay the debt within 30 days from the date of the Demand Payment Letter could result in interest, late payment fees, administrative charges and implementation of the "Red Light Rule." Please see the "Informational Notice to All Universal Service Fund Contributors, Beneficiaries, and Service Providers" at http://www.universalservice.org/fund-administration/tools/latest-news.aspx#083104 for more information regarding the consequences of not paying the debt in a timely manner.

#### TO APPEAL THIS DECISION

If you wish to appeal the Notification of Improperly Disbursed Funds decision indicated in this letter, your appeal must be received or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

- 1. Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.
- 2. State outright that your letter is an appeal. Identify the date of the Notification of Improperly Disbursed Funds Letter and the funding request numbers you are appealing. Your letter of appeal must also include the applicant name, the Form 471 Application Number, Billed Entity Number, and the FCC Registration Number (FCC RN) from the top of your letter.
- 3. When explaining your appeal, copy the language or text from the Notification of Improperly Disbursed Funds letter that is the subject of your appeal to allow the SLD to more readily understand your appeal and respond appropriately. Please keep your letter specific and brief, and provide documentation to support your appeal. Be sure to keep copies of your correspondence and documentation.
- 4. Provide an authorized signature on your letter of appeal

If you are submitting your appeal electronically, please send your appeal to appeals@sl.universalservice.org using your organization's e-mail. If you are submitting your appeal on paper, please send your appeal to: Letter of Appeal, Schools and Libraries Division, Dept. 125 - Correspondence Unit, 100 South Jefferson Road, Whippany, NJ 07981. Additional options for filing an appeal can be found in the "Appeals Procedure" posted in the Reference Area of the SLD section of the USAC web site or by calling the Client Service Bureau at 1-888-203-8100. We strongly recommend that you use the electronic filing options.

While we encourage you to resolve your appeal with the SLD first, you have the option of filing an appeal directly with the Federal Communications Commission (FCC). You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be received or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554. Further information and options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD section of the USAC web site or by calling the Client Service Bureau. We strongly recommend that you use the electronic filing options.

#### FUNDING DISBURSEMENT REPORT

On the pages following this letter, we have provided a Funding Disbursement Report (Report) for the Form 471 application cited above. The enclosed Report includes the Funding Request Number(s) from the application for which recovery is necessary. Immediately preceding the Report, you will find a guide that defines each line of the Report. The SLD is also sending this information to the service provider for informational purposes. If USAC has determined the service provider is also responsible for any rule violation on these Funding Request Numbers, a separate letter will be sent to the service provider detailing the necessary service provider action. The Report explains the exact amount the applicant is responsible for repaying.

Schools and Libraries Division
Universal Services Administrative Company

ce: Brandon Stallings
Julian Construction, LLC

#### A GUIDE TO THE FUNDING DISBURSEMENT REPORT

Attached to this letter will be a report for each funding request from the application cited at the top of this letter for which a Recovery of Improperly Disbursed Funds is required. We are providing the following definitions.

FUNDING REQUEST NUMBER (FRN): A Funding Request Number is assigned by the SLD to each individual request in a Form 471 once an application has been processed. This number is used to report to applicants and service providers the status of individual discount funding requests submitted on a Form 471.

SERVICES ORDERED: The type of service ordered from the service provider, as shown on Form 471.

SPIN (Service Provider Identification Number): A unique number assigned by the Universal Service Administrative Company to service providers seeking payment from the Universal Service Fund for participating in the universal service support programs.

SERVICE PROVIDER NAME: The legal name of the service provider.

CONTRACT NUMBER: The number of the contract between the applicant and the service provider. This will be present only if a contract number was provided on the Form 471.

BILLING ACCOUNT NUMBER: The account number that your service provider has established with you for billing purposes. This will be present only if a Billing Account Number was provided on the Form 471.

SITE IDENTIFIER: The Entity Number listed on Form 471, Block 5, Item 22a. This number will only be present for "site specific" FRNs.

FUNDING COMMITMENT: This represents the amount of funding that SLD had reserved to reimburse you for the approved discounts for this service for this funding year.

FUNDS DISBURSED TO DATE: This represents the total funds that have been paid to the identified service provider for this FRN as of the date of this letter.

FUNDS TO BE RECOVERED FROM APPLICANT: This represents the amount of improperly disbursed funds to date as a result of rule violation(s) for which the applicant has been determined to be responsible. These improperly disbursed funds will have to be recovered from the applicant.

DISBURSED FUNDS RECOVERY EXPLANATION: This entry provides the reason why recovery is required.

#### **Funding Disbursement Report** for Form 471 Application Number: 314299

Funding Request Number:

823440

Services Ordered:

INTERNAL CONNECTIONS

SPIN:

143026238

Service Provider Name:

Julian Construction, LLC

Contract Number:

N/A

Billing Account Number:

Coahoma Community College

Site Identifier:

128535

Funding Commitment:

\$11,911.50

Funds Disbursed to Date:

\$11,911.50

Funds to be Recovered from Applicant: \$11,911.50

Disbursed Funds Recovery Explanation:

After a thorough investigation, it has been determined that funds were improperly disbursed on this funding request. During the course of a review it was determined that funding was disbursed for products and/or services delivered outside of the relevant funding year. The review of the Form 486 has shown a service start date of January 29, 2003 and the supporting documentation (Invoice and Explanation) clearly indicate that the service was completed and invoiced on January 15, 2003. FCC rules require applicants to use recurring services within the relevant funding year, and to implement non-recurring services by the applicable deadline established by the Commission. In this instance, both the applicant and the service provider made the certifications on the BEAR Form listed below indicating that the services had been provided within the funding year's applicable deadlines. On the BEAR Form at column 13 and Block 3 Item A, the authorized person represents to USAC that the products and services were delivered to the applicant within the applicable deadline for the relevant funding year. The SLD has determined that the applicant is responsible for this rule violation. Therefore, the SLD will seek recovery of the \$11,911.50 of improperly disbursed funds from the applicant.



# Conhoma Agricultural Bigh School

Carol Borgognoni, Technology Specialist 3240 Friars Point Road, Clarksdale, MS 38614 Phone: 662-621-4260 •••• Fax: 662-624-4315 Email: cborgognoni@mde.k12.ms.us

May 24, 2006

Letter of Appeal Schools and Libraries Division Dept 125 - Corresponding Unit 100 South Jefferson Road Whippany, NJ 07981

**This is a letter of appeal.** (In fact this is a second letter of appeal, covering the same problem)

Date of this notification was May 16, 2006

Re: Notification of Improperly Disbursed Funds Letter

Dates: Funding Year 2002: 7/01/2002-6/302003

#### Information from my first appeals letter:

Form 472 Invoice Number: 386096

Service Provider Identification Number: 143026

pplicant Form 472 Identifier: CAHSBEAR3

Billed Entity Number: 128535 Funding Request Number: 823440 471 Applicant Number: 314299

Funding Year: 07/01/2002 - 06/30/2003 Funding Commitment Decision: \$11,911.50

Reimbursement Amount for this FRN: \$11,911.50

Reimbursement Request Decision Explanation: Bill date was before the start date

I sent supporting documents (these are enclosed) that explained why the error occurred in the beginning. After the appeal on 06/15/2004, I received a response to my first appeal. It states that Coahoma AHS district was eligible for the reimbursement amount stated in this FRN for the amount of 11,911.50.

All documentation pertaining to this FRN is included. I think this documentation will explain why I believe this letter should not have been sent.

Thank you,

Carol Borgognoni, Technology SpecialistJoahoma AHS District

#### FORM 472 NOTIFICATION LETTER APPLICANT REIMBURSEMENT SYNOPSIS

Funding Request Number: 823440 471 Application Number: 314299 Funding Year: 07/01/2002 - 06/30/2003 Contract Number: N/A Funding Commitment Decision: \$11911.50 Reimbursement Amount for this FRN: \$11911.50



Schools and Libraries Division/USAC

BEAR Ltr. 06/15/2004



### Universal Service Administrative Company

Schools & Libraries Division

#### Form 472 (BEAR Form) Notification Letter

June 15, 2004

Julian Construction, LLC Brandon Stallings 311 Winberry Franklin, TN 37064

Re: Form 472 Invoice Number: 454934 Service Provider Identification Number: 143026238 Applicant Form 472 Identifier: CAHSBEAR3B

Billed Entity Number: 128535

COAHOMA AGRI HIGH SCHOOL DIST CAROL BORGOGNOIN 3240 Friars Point Road Clarksdale, MS 38614

> Preferred Mode of Contact: E-mail at cborgognoni@mde.kl2.ms.us Total Amount of Reimbursement Approved for Payment: \$11911.50

This letter is to notify you that the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has received and accepted a Form 472 from the above named applicant listing you as the service provider. The SLD has committed to reimburse the discounted portion of the cost of eligible services provided to eligible entities pursuant to one or more Forms 471. As stated in the Form 486 Notification Letter sent to you previously, the applicant has filed a Form 486 advising the SLD that service delivery has begun. The applicant has completed this Form 472 with your assistance, seeking reimbursement of the discounted portion of bills already paid in full to you since the effective date of the discount.

The SLD has processed the Form 472. Pursuant to the Service Provider Acknowledgment page of the Form 472 which you signed, you must remit to the applicant the amount shown as "Total Amount of Reimbursement Approved for Payment" above, no later than 10 calendar days after receipt of payment of the approved discounts from USAC. You also agreed not to tender or make use of the payment of the approved discounts issued by USAC to you prior to remitting the discount to the applicant.

The USAC check should be mailed to the service provider named above within 20 calendar days of the date of this letter.

To reimburse the "Total Amount of Reimbursement Approved for Payment," to the applicant, the service provider may (1) issue a check or (2) issue a credit to the applicant. The decision as to which form the reimbursement should take should be a mutual one between the service provider and the applicant.

The maximum remaining amount available for each Funding Request Number (FRN) listed on the synopsis on the following page(s) will be the original commitment less the amount approved herein for reimbursement and less any earlier disbursements to the applicant.

PLEASE NOTE: Beginning with Funding Year 2000 (07/01/2000 - 06/30/2001), if the first payment request processed for an FRN is on a Form 472, all subsequent payment requests for that FRN must be made on a Form 472; a Form 474 (Service Provider Invoice Form) for that FRN will not be accepted.

EXPLANATION OF INFORMATION PROVIDED IN THIS FORM 472 (BEAR FORM) NOTIFICATION LETTER

To help understand the Form 472 Notification Letter Applicant Reimbursement Synopsis the following definitions are provided.

Funding Request Number (FRN): A Funding Request Number is assigned by the SLD to each Block 5 of a Form 471 once an application has been processed. This number is used to report to applicants and service providers the status of individual discount funding requests submitted on a Form 471.

471 Application Number: A unique identifier assigned to a Form 471 by the SLD, from page 1 of the Form 471.

Funding Year: The funding year for which discounts have been approved. Funding years begin on July 1 and end on the following June 30. Funding years are designated by the calendar year in which they begin.

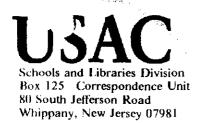
Contract Number: The contract or agreement number as identified in Block 5, Item 15 of the Form 471.

Funding Commitment Decision: This represents the TOTAL amount of funding that the SLD has reserved to reimburse the cost of the discounts for this service for the specified funding year.

Reimbursement Amount for this FRN: This is the amount of reimbursement to the applicant that has been approved for this FRN on this Form 472.

Reimbursement Request Decision Explanation (SHOWN ONLY IF RELEVANT): This is the reason(s) that a Reimbursement Request was reduced or rejected.

Schools and Libraries Division Universal Service Administrative Company CC: COAHOMA AGRI HIGH SCHOOL DIST



#### TIME SENSITIVE MATERIAL

00091 COAHOMA AGRI HIGH SCHOOL DIST CAROL BORGOGNOIN 3240 Friars Point Road Clarksdale, MS 38614

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# Schools and Libraries Division Client Service Bureau

Help Line: (888) 203-8100 Fax: (888) 276-8736

E-Mail: sld-problem-resolution@pearson.com

# Fax

**To:** Carel Borgognoni **Fax:** 1-662-624-8045

Phone: 1-662-621-4260

Re: Form <472> - Application ID: <form Identifier> - PR Case ID#: <case#>

From: Jackle Creel

Pages:

Date: 08/04/2003

□ Urgent! □ For Review □ Please Comment □ Please Reply! □ Please Recycle

We are making this contact with you to obtain the necessary information to successfully data enter your BEAR (Billed Entity Applicant Reimbursement) Form 472. Here is the information we need from you so that we may complete data entry of your application for E-Rate Discounts.

The Service Provider (SP N) is not certified for the funding year FY 2002. Please contact Brandon Stallings of Julian Construction, LLC, and request that a Form 473 (Service Provider Annual Certification) be filed as soon as possible.

It is important that we receive all of the information requested so that we can finish processing your form. If you are unable to provide the requested information because your school has closed or will shortly close for summer break, please let me know when you will be available to respond to these questions. If you have any questions, please call me at 888-203-8100 and reference case number 1-915405.

If we do not receive the information within seven calendar days, your application will be reviewed using the information currently on file

Jackie Creel
Technical Client Service Bureau
Problem Resolution
888-203-8100 (phone)
888-276-8736 (fax)
sid-problem-resolution@pearson.com

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From:

SLD Problem Resolution <sld-problem-resolution@pearson.com>

To:

"cborgognoni@mde.k12.ms.us" <cborgognoni@mde.k12.ms.us>

Date:

8/4/03 12:50PM

Subject:

Form 472 APP. # 386096, IDENTIFIER CAHSBEAR3. CASE # 1-915405

We are making this contact with you to obtain the necessary information to successfully data enter your BEAR (Billed Entity Applicant Reimbursement) Form 472. Here is the information we need from you so that we may complete data entry of your application for E-Rate Discounts:

The Service Provider (SPIN) is not certified for the funding year FY 2002. Please contact Brandon Stallings of Julian Construction, LLC, and request that a Form 473 (Service Provider Annual Certification) be filed as soon as possible.

It is important that we receive all of the information requested so that we can finish processing your form. If you are unable to provide the requested information because your school has closed or will shortly close for summer break, please let me know when you will be available to respond to these questions. If you have any questions, please call me at 888-203-8100 and reference case number 1-915405.

If we do not receive the information within seven calendar days, your application will be reviewed using the information currently on file.

Jackie Creel
Technical Client Service Bureau
Problem Resolution
888-203-8100 (phone)
888-276-8736 (fax)
sld-problem-resolution@pearson.com

This email may contain confidential material.

If you were not an intended recipient,

Please notify the sender and delete all copies.

We may monitor email to and from our network.

# Coahoma Agricultural High School Carol Borgognoni Technology Specialist 3240 Friars Point Road Clarksdale, MS 38614 Phone 662-621-4260

Fax 662-624-4315 Email cborgognoni@mde.k12.ms.us

TO: SLD

Fax: 202-418-0187

From: Carol Borgognoni

Re: Appeal on Form 472 Notification Letter

Coahoma Agricultural High School

Technology Department

Case # 21-057474

3240 Friars Point Road Clarksdale, MS 38614

Phone 662-621-4260

Fax 662-624-4315

This is a letter of appeal.

Form 472 Invoice Number: 386096

Service Provider Identification Number: 143026 Applicant Form 472 Identifier: CAHSBEAR3

Billed Entity Number: 128535 Funding Request Number: 823440

Funding Request Number: 823440 471 Applicant Number: 314299

Funding Year: 07/01/2002-06/30/2003 Funding Commitment Decision: \$11911.50 Reimbursement Amount for this FRN: \$0

Reimbursement Request Decision Explanation: Bill Date before Service Start Date.

I had to apply for a change in vendor for the services of this application. The beginning service date was Feb. 1, 2003. The invoice was dated for 1/15/2003 which was two weeks before the project was be complete. The total project was to be completed around Feb 10. I knew it would take two weeks to process the paper work for the vendor to be paid. The bill was only entered into the system but not paid until I informed the accounting department of the completion of the project which was on Feb 10, 2003. At that time the invoice was paid. The services were not paid for before the services were complete. I did not know this would cause such a great confussion. I was just trying to save the vendor time on receiving his money.

Thank you for your time,

Garal Bagognoni

Carol Borgognoni

Technology Specialist

Them real problem is that I did not use the right service start date she project was started two months carlier.

CBC1 oxgram

Called 4-11-04 SLD-Got Case # above

9-11-03

Caapuris Off



The Universal Service Administrative Company

Home High Cost Low Income

St. Main - Reference Area > Appeals Procedure

Schools & Libraries

About the suf-

#### Applicants

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#### Service Providers

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#### Tools

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Applicants PNN Request Existing Applicant ramps Transfer Limbs

#### **Appeals Procedure**

If you wish to appeal a decision of the Schools and Libraries Division

(SLD), you may do so either by writing a letter of appeal to the SLD or to the Federal Communications Commission (FCC). A description of what you need to include and how to file such letters appears in Sections I and II below.

Your appeal must be POSTMARKED no later than 60 days after the date of the SLD decision. This deadline applies to appeals filed with the SLD and appeals filed with the FCC.

While you may appeal directly to the FCC, you are encouraged to appeal first to the SLD so that the SLD has an opportunity to review your appeal and grant it, if appropriate.

- If you disagree with the SLD's response to your appeal of that decision, you may then file an appeal with the FCC. Your appeal must be postmarked no later than 60 days after the date of the SLD's decision. However, the FCC overturns SLD decisions infrequently.
- If you disagree with the FCC's response to your letter, you may then file a petition for reconsideration with the FCC. Petitions for reconsideration are excluded from the 60-day deadline since they must, by statute, be RECEIVED by the FCC within 30 days of the FCC decision. For details on how to submit petitions for reconsideration, consult 47 C.F.R. §1.106, which can be found in Title 47 of the Code of Federal Regulations.

Waiver Requests. A waiver is a request to waive an FCC policy, rule or deadline, such as the Form 471 application filing window deadline. For example, if you missed the filing deadline for Form 471 because of extenuating circumstances, the SLD cannot waive the deadline but you can ask the FCC to waive the rules in your case by filing a waiver request. To file a waiver request, follow the instructions listed in Section II below. Please note that waivers are not granted often: only in special circumstances and when a deviation from the rules would serve the public interest. The waiver standard generally requires a showing of circumstances that could not be avoided even with careful planning.

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#### Related Documents:

Appeal Guidelines

Rural Health Care

Proof of Postmark or Delivery

FY2004 Filing Window Closes February 4, 2004

#### **QUICK LINKS**

#### Apply Online

- Reference Area
- Appeals
- Eligible Services
   List
- Changes & Corrections
- Suspensions & Debarments
- Waste, Fraud, & Abuse Task
   Force

#### SITE SEARCH



Search Tips

#### CONTACT INFO

- Submit a Question
- Contact Us
- Whistleblower Hotline - Report Waste, Fraud, & Abuse

#### SITE HELP

- Site Map
- Site Tour
- Website Policy

waiver requests at the FCC web site's Appeals Page.

#### I. For Appeals Filed Directly with the SLD

#### A. How to prepare your letter of appeal:

- Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.
- State outright that your letter is an appeal. Identify which SLD Decision(s) you are appealing. Indicate the relevant funding year and the date of the document. Your letter of appeal must also include the Billed Entity Name, the relevant form application number (if available), and the Billed Entity Number.
- 3. When explaining your appeal, copy the language or text from the decision that is at the heart of your appeal to allow the SLD to more readily understand your appeal and respond appropriately. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep copies of your correspondence and documentation.
- 4. Provide an authorized signature on your letter of appeal. When you file your appeal by e-mail (see below), you must include the name, the title and the telephone number of the authorized person.

Please note: The more detail you provide in your letter of appeal to the SLD, the easier it will be for the SLD to respond to your appeal. However, the SLD will thoroughly research your appeal and consider all the documentation you have submitted that relates to the decision you are appealing. For more information, please refer to Appeals — SLD Guidelines for Review posted in the Reference Area of this web site.

#### B. How to submit your letter of appeal:

1. Send letters of appeal to the following address:

Letter of Appeal Schools and Libraries Division Box 125 – Correspondence Unit 80 South Jefferson Road Whippany, NJ 07981

- 2. Appeals may also be submitted electronically, either by electronic mail (e-mail) or by fax.
- Appeals submitted by e-mail must be sent to appeals using the organization's e-mail account. Appeals submitted by e-mail will be considered "postmarked" on a business day if they are sent from the sender's computer

at any time up to 12:00 a.m. (midnight) in the sender's local time zone. Appeals submitted after that time will be considered "postmarked" on the next business day.

Documents submitted by e-mail can be in any widely used word processing format, such as Adobe Portable Document Format (PDF), Word or WordPerfect. The SLD will automatically reply to incoming e-mails to confirm receipt. You are advised to keep a copy of this e-mail confirmation for your records. This e-mail address can only be used for appeals.

Appeals submitted by fax must be sent to **973-599-6542**. The fax transmission should include a cover sheet listing contact name, phone number, and — if available — an e-mail address. Fax transmissions will be considered "postmarked" on a business day if the complete transmission is sent from the sender's fax machine by any time up to 12:00 a.m. (midnight) in the sender's local time zone. Appeals submitted after that time will be considered "postmarked" on the next business day. You are advised to keep a copy of your fax confirmation sheet for your records.

## II. For Appeals and Waiver Requests Filed Directly with the FCC

Please note that the FCC will usually dismiss an appeal if it is filed while the SLD is reviewing the same appeal from you. You can file an appeal with the FCC instead of the SLD or after the SLD has issued its decision on an appeal request.

# A. How to prepare your letter of appeal or waiver request:

Follow the guidelines for preparing a letter of appeal contained in Section I, Part A above. In addition:

- Indicate CC Docket No. 02-6 on the first page of your appeal.
- If you are submitting a letter of appeal requesting review of a decision made by the SLD, please use the language "Request for Review" on the first page.
- If you are submitting a request for a waiver, please use the language "Request for Waiver" or "Waiver Request" on the first page.
- If you are alleging prohibitive conduct by a third party, there are additional rules for serving a copy on that third party and allowing them to respond. Consult 47 C.F.R. §54.721, which can be found in Title 47 of the Code of Federal Regulations.

## B. How to submit your letter of appeal or waiver request:

- 1. Send letters of appeal and waiver requests to the following addresses:
- For items sent via United States Postal Services, including first-class mail, Express Mail, and Priority Mail, use the following address:

Federal Communications Commission Office of the Secretary 445 - 12th Street, SW Washington, DC 20554

For items sent via other express delivery services, use the following address:

Federal Communications Commission
Office of the Secretary
9300 East Hampton Drive
Capitol Heights, MD 20743 (8:00 a.m. to 5:30 p.m. ET)

For hand-delivered or messenger-delivered items, use the following address:

Federal Communications Commission
Office of the Secretary
236 Massachusetts Avenue, NE, Suite 110
Washington, DC 20002 (8:00 a.m. to 7:00 p.m.
ET)

If you are hand-delivering or messenger-delivering your appeal, please note the following:

- Documents enclosed in envelopes will not be accepted. Any envelopes must be disposed of before entering the building. Hand deliveries must be held together with rubber bands or fasteners.
- ' If a request for confidential treatment is clearly indicated on the first page of the filing, the staff at the filing counter will enclose the filing in a Commission envelope labeled "confidential."
  - 2. Appeals and waiver requests may also be submitted electronically, either by the Electronic Comment Filing System (ECFS) or by fax. The FCC recommends filing

with the ECFS to ensure timely filing.

- Instructions for using ECFS can be found on the ECFS page of the FCC web site.
- Items filed by fax must be faxed to 202-418-0187. The fax transmission should include a cover sheet listing contact name, phone number, and — if available — an email address. We recommend that you retain a copy of your fax confirmation sheet for your records.

Content Last Modified: August 4, 2003

Need help? You can contact us toll free at 1-888-203-8100. Our hours of operation are 8AM to 8PM, Eastern Time, Monday through Friday. Aware of fraud, waste, and abuse, report it to our <u>Whistleblower Hotline!</u>



#### **Universal Service Administrative Company**

Schools & Libraries Division

#### Form 472 (BEAR Form) Notification Letter

August 29, 2003

Julian Construction, LLC Brandon Stallings 311 Winberry Franklin, TN 37064

Re: Form 472 Invoice Number: 386096

Service Provider Identification Number: 143026238 Applicant Form 472 Identifier: CAHSBEAR3

Billed Entity Number: 128535

COAHOMA AGRI HIGH SCHOOL DIST CAROL BORGOGNONI 3240 Friars Point Road Clarksdale, MS 38614

Preferred Mode of Contact: E-mail at cborgognoni@mde.kl2.ms.us Total Amount of Reimbursement Approved for Payment: \$0.00

This letter is to notify you that the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) has received and accepted a Form 472 from the above named applicant listing you as the service provider. The SLD has committed to reimburse the discounted portion of the cost of eligible services provided to eligible entities pursuant to one or more Forms 471. As stated in the Form 486 Notification Letter sent to you previously, the applicant has filed a Form 486 advising the SLD that service delivery has begun. The applicant has completed this Form 472 with your assistance, seeking reimbursement of the discounted portion of bills already paid in full to you since the effective date of the discount.

The SLD has processed the Form 472. Pursuant to the Service Provider Acknowledgment page of the Form 472 which you signed, you must remit to the applicant the amount shown as "Total Amount of Reimbursement Approved for Payment" above, no later than 10 calendar days after receipt of payment of the approved discounts from USAC. You also agreed not to tender or make use of the payment of the approved discounts issued by USAC to you prior to remitting the discount to the applicant.

The USAC check should be mailed to the service provider named above within 20 calendar days of the date of this letter.

To reimburse the "Total Amount of Reimbursement Approved for Payment," to the applicant, the service provider may (1) issue a check or (2) issue a credit to the applicant. The decision as to which form the reimbursement should take should be a mutual one between the service provider and the applicant.

The maximum remaining amount available for each Funding Request Number (FRN) listed on the synopsis on the following page(s) will be the original commitment less the amount approved herein for reimbursement and less any earlier disbursements to the applicant.

PLEASE NOTE: Beginning with Funding Year 2000 (07/01/2000 - 06/30/2001), if the first payment request processed for an FRN is on a Form 472, all subsequent payment requests for that FRN must be made on a Form 472; a Form 474 (Service Provider Invoice Form) for that FRN will not be accepted.